

## IT Technical Job Classification

IT Job Title: Trainer

State Job Title:

Classification: T570

Pay Grade:

### Job Summary

Under General supervision this position is responsible for the delivery of training instruction on application software to end user offices as well as office product software to end user offices. Assesses training needs and prepares instructional material

### Essential Duties:

- Assesses information from users with the Senior Trainer on their needs for instruction.
- Plans and develops courses on office systems or application products.
- Works with users on individual and group instructional needs.
- Customizes course for individuals or groups.
- Set schedules for when classes meet and coordinates with AVS for equipment needs,
- Coordinates classes on application products with an Application Analyst on their product or system.
- Makes and prepares course material, writes announcements and prepares brochures for distribution.
- Attends vendor classes and seminars on course to be taught.
- Communicates to user offices on workshops and courses to be taught

Selects and develops training aids including handbooks, demonstration models, multi-media visual aids, computer tutorials and other reference material as required. Measures effectiveness of training and other development programs.

Performs other tasks as requested.

### Education

An Associate degree in Business Systems or related field of study required.

### Experience

At least 1 year of experience in a teaching or training position. Strong communication and technical writing skills are required. Understands and knows Microsoft Office Products such as Word, Access, PowerPoint and Excel.

### Leadership.

None